



**LOWELL PUBLIC SCHOOLS**  
**Henry J. Mroz Administration Office**  
**155 Merrimack Street**  
**Lowell, Massachusetts 01852**

**Billie Jo Turner**  
**Assistant Superintendent for Finance**  
**and Operations**

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**TO:** Conor Baldwin, Chief Financial Officer  
**FROM:** Billie Jo Turner, Assistant Superintendent of Finance and Operations  
**RE:** October 25, 2019  
**Date:** Request for City Council to approve payment of FY18/19 bills

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Due to the provisions of Massachusetts General Law (Chapter 44, Section 64), we need a two thirds vote by the City Council to pay for the attached list of "bad bills" from the Fiscal Year 2018-2019 using Lowell Public School's FY 2019-2020 funds. This memo is to respectfully request the vote of the City Council to approve the payment of previous years' unpaid bills totaling \$51,393.08. Per the attached spreadsheet, we would like to proceed with the payment of the 12 bills listed and we have received the vendor certifications.

Please see below for a brief explanation for each bill:

**FY 17-18**

Mid America Admin & Retirement Solutions, LLC:

Bills from FY 17-18 were sent to HR during a time when they were extremely understaffed. We confirmed these bills were not paid.

**FY 18-19**

PIF Technologies:

Invoice from FY 18/19 that was not paid.

Architects for Learning, LLC:

The invoiced fees were in excess of the original Purchase Order.

**Homeless Transportation**

Accept Ed Collaborative Corporation:

Company was never paid in May of 2018 and recently resubmitted an unpaid invoice. We confirmed that it has not been paid.

*Attachment 2*

### **Bills from the Schools**

Gander Publishing:

In March 2018, this invoice was sent to the Washington School but it was not paid. It was forwarded to Finance after the City Hall cut off deadline.

School Life, a division of Image Stuff:

Lincoln School forwarded the bill from April.

JW Pepper:

Old unpaid invoice just now received by Finance as an outstanding bill.

Jostens, Inc.:

ROTC medals had open PO but was never paid. Invoice was sent to the high school.

### **Special Education**

Learn Well:

Due to the transition in the Special Education office, these bills were not submitted to Finance until after the City Hall cut off for final payments for FY 18/19.

Nashoba Learning Group, Inc.:

This invoice was sent/addressed to a different department and forwarded to Finance after the cut off deadline.

Castle Hill Counseling & Consulting Inc.:

Local budget did not have enough money to cover the legally required services for a student. Thus, an amendment to the 240 grant was submitted to cover this cost. The amendment was approved and received at the end of June. After processing, the cut off deadline had passed.

Paula Barton:

Invoices from FY 18/19 for interpreting services were originally sent to previous SPED staff. Finance received a packet of unpaid invoices from her Attorney in September.



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Patricia Guziejka  
Title I Director

Tel: (978) 674-2113  
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To: Billie Jo Turner

Date: 10/23/19

Re: School Committee Inquiry Regarding Private School Title I Allocations

**Memorandum**

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As requested, the following describes how federal Title I funds are determined and dispersed to private schools with enrolled students from Lowell. The Massachusetts Department of Elementary and Secondary Education's Suggested Timeline Related to Private School Equitable Services under ESSA that the Lowell Public Schools follows is also included as well as the FY20 allocations to private schools by funding source.

The Title I Director is responsible for the required outreach via certified mail or email to in-district and out-of-district private schools that have enrolled students from Lowell. Administrators from these schools must respond in a timely manner to indicate if they want to participate in Title I. If they do, documentation must be provided stipulating their number of enrolled Lowell students and the number of those that are economically disadvantaged, using either the provided free or reduced lunch income form, EBT eligibility card or their hardship scholarship determination. A Title I formula is preset on the consolidated grant application with a per pupil allocation for each economically disadvantaged Lowell student in a private school. Individual private school allocations are automatically populated on the district's grant application. These allocations are sent to the private school administrators from the Massachusetts Department of Elementary and Secondary Education as well as at the required consultation meeting.

Titles IIA, III and IV are also allocated to in-district private schools that opt to receive services and the allocations are based on their total enrollment.

*Attachment 3*



## Suggested Timelines Related to Private School Equitable Services under ESSA

District Activity	Suggested Timeline	Private School Activity
<b>Data Collection</b> District submits <i>individual</i> student enrollment data through DESE's SIMS collection. Data will be used to calculate ESSA grant allocations.	by the middle of October	Private school submits <i>aggregate</i> student enrollment data through DESE's private school data collection form. Data will be used to calculate ESSA grant allocations. Note: Failure to submit data will result in district not receiving as much money, in total and for equitable services, as it otherwise would have.
<b>School Find</b> District determines private school(s) eligible to participate in ESSA Title grant programs. For Titles II(A), III, and IV(A), listing includes all non-profit private schools located within district boundaries. For Title I, listing includes all non-profit private schools that district residents attend, within and outside district boundaries, who would have attended a Title I-served school in the district.	by March 1 <sup>st</sup>	
<b>Outreach (Offer of Consultation)</b> District communicates with private school officials regarding potential participation in services for the coming school year by sending a written 'Offer of Consultation' (either electronically or by mail). <ul style="list-style-type: none"> <li>• Offer of Consultation sent certified/return receipt via US mail or other carrier, or a read-receipt email. District should also consider reaching out a second time (to a working phone number and/or email) if there is no response by the due date, making efforts to ensure it has updated contact information for the private school.</li> </ul> Note: To ensure compliance with laws, DESE suggests school districts use its <u>Offer of Consultation template</u> .	by March 15 <sup>th</sup>	
Note: Public schools should ensure that contact information is up-to-date in DESE's <u>Directory Administration</u> and on their own websites, and should share contact information changes with private school officials.	by April 30 <sup>th</sup>	Private school decides whether to participate (the Offer of Consultation has a checkbox for private schools to either Accept or Decline the offer) and submits their signed decision to the school district.  Note: Private schools should ensure their contact information is up-to-date in DESE's <u>Directory Administration</u> and on their own websites, and should share contact information changes with public school officials. Private school official(s) who accepted the offer should attend consultation meeting(s) with public school officials.
<b>Consultation Period</b> District arranges initial consultation meetings once it hears back from private schools expressing interest. For private schools that explicitly indicated in writing that they declined participation, a district has no further obligations with respect to consultation. <ul style="list-style-type: none"> <li>• Consultation meetings should take place before private school is out of session; a full list of topics to be covered appears in <u>Consolidated Affirmation of Consultation</u>. To determine estimated dollar amounts, districts and private schools may use the <u>Reservations for Equitable Services to Private Schools for ESSA Part A of Titles I, II, III, and IV</u> posted on DESE's website as a resource during consultations.</li> <li>• Public school officials should complete and sign, along with private school officials, the <u>Consolidated Affirmation of Consultation</u>, and submit a copy with their Consolidated ESSA Grant Application this summer.</li> </ul> <b>ESSA Application Period</b> DESE determines whether districts are eligible for ESSA funding, and if so, for what amounts. Districts then submit their Consolidated ESSA Grant Application, along with a copy of a signed <u>Consolidated Affirmation of Consultation</u> .	May 1 <sup>st</sup> (or earlier) through June 30 <sup>th</sup>	Private school official(s) should make efforts to propose plans for use of funds for incorporation into the district's consolidated ESSA application.  After the meeting(s), private school officials should complete and sign, together with public school officials, the <u>Consolidated Affirmation of Consultation</u> , and keep a copy for their records.
<b>Implementation</b> As soon as the Consolidated ESSA Grant Application is approved, the district should: <ul style="list-style-type: none"> <li>• Inform each participating private school of its updated equitable share;</li> <li>• Update and finalize plan and timeline for services/participation; and</li> <li>• Begin implementation of services.</li> </ul> <b>Post-Implementation or Carryover</b> ESSA allows carryover of funds/services from one fiscal year to the next for both public and private schools. Districts should reflect Year 2 amounts using the <u>Multi-Year delegation form</u> as required by DESE's Grants Management team. Carryover should only occur if services are not provided to private schools due to rare and extenuating circumstances (for example, a natural disaster, or, in some cases, a <i>de minimis</i> (very small) amount left over from an agreed service). District should keep records of its due diligence and should follow similar protocol of initial Offer of Consultation (read receipts, etc.).	Summer	Private school officials should collaborate with district to ensure services are implemented as agreed, or modified through consultation if circumstances change, so that services can be delivered within the first year of the grant.
	September through August (depending on agreement)	Private school equitable share allocations revert to the school district if private schools have not responded to repeated attempts by public school district to fulfill implementation of services agreed on in consultation.  Private school should respond in a timely manner to district communications regarding carryover and should keep records of its communication.
	by March 1 <sup>st</sup>	



## FY 20 Private School Allocations by Funding Source

<b>School</b>	<b>Title I</b>	<b>Title IIA</b>	<b>Title III</b>	<b>Title IV</b>
Community Christian	\$3,668	\$5,766	\$0	\$2,866
Hellenic American	\$524	\$2,198	\$0	\$1,093
Immaculate Conception	\$20,962	\$10,370	\$0	\$5,155
Lowell Catholic	\$26,202	\$27,376	\$0	\$13,609
Ste. Jeanne D'Arc	\$0	\$10,494	\$0	\$5,217
St. Louis	\$13,101	\$4,521	\$0	\$2,248
St. Michael	\$14,673	\$11,324	\$0	\$5,629
St. Patrick*	\$44,543	\$4,729	\$12,127	\$2,351
<b>Total</b>	<b>\$123,674</b>	<b>\$76,777</b>	<b>\$12,127</b>	<b>\$38,167</b>

\* Third Party Provider: